

**Town of Three Lakes Plan Commission
Regular Meeting Agenda/Minutes
November 30, 2009 – 4:00 pm
Town of Three Lakes Board Room
6965 W. School Street**

Present: Mike Kwaterski, Don Sidlowski, Ed Cottingham, Tera Fritz, Rich Javenkoski, Dr. Bill Martineau (after 4:30 pm). Don Sidlowski volunteered to keep minutes.

1. Call to Order

Meeting called to order by Commission Chairman Mike Kwaterski at 4:00 pm
The Pledge of Allegiance was recited by those in attendance

2. Report on Agenda Posting

Chairman Kwaterski reported on the agenda posting in accordance with Open Meeting Law

3. Agenda Approval

Motion to approve the posted agenda, however moving items 4 (Election of Commission Vice-Chairman) and 5 (Election of Commission Secretary) until Commissioner Martineau was present for discussion. Sidlowski/Cottingham.
Approved 5:0.

4. Administrative Overview of Commission Duties and Responsibilities

Commissioner Sidlowski distributed to all Commissioners copies of the Wisconsin Statutes regarding Misconduct in Office, Private Interests in Public Contracts, and Other Statutory Conflict Provisions. Sidlowski recommended the Commissioners become familiar with the terms of these Codes since a Commissioner's oath of office requires adherence. Sidlowski reviewed many of the key duties and responsibilities of the Plan Commission, using the Town of Three Lakes Plan Commission Ordinance as a guide. Chairman Kwaterski added additional comments to the administrative overview.

5. Coordination for Upcoming Public Hearing

Chairman Kwaterski led a discussion on the Commission's role in the upcoming Public Hearing on the Comprehensive Plan and the Commission's subsequent review of what testimony will be given by those attending the Hearing. It was noted that only testimony given at the Hearing can be considered to make changes to the Draft of the Plan that has been on public review since November 4th. The Commissioners discussed how testimony would be reviewed at a special meeting to be convened a few days after the Hearing, and how recommendations, if any, would be formulated to present to the Three Lakes Board of Supervisors during the subsequent meeting at which adoption of the Plan would be considered.

6. Synchronization of Dates

Using the timetable outline for final plan adoption as provided by OMNNI Associates to TAG in September, Chairman Kwaterski reviewed the remaining steps to plan adoption. The Commission decided that the post-Hearing special

meeting would take place on December 7 at 6:00 pm. Commissioner and Town Chairman Sidlowski noted that a vote on adoption of the Plan would take place either during a special meeting on December 8 or at the regular meeting of the Town Board on December 15th. Commissioner Cottingham cautioned that depending on the amount of testimony given and possible changes to be made that sufficient time be allowed between the Commission's special meeting and the vote to adopt by the Town Board.

7. Next meeting date

The Commissioners decided to focus on the remaining tasks for the Commission between this meeting and the end of 2009, and to convene the next Commission meeting in January, 2010. A number of future agenda items were discussed, including but not limited to: role of Advisory Zoning Committee, rules of order for the Commission, line item review of Section 17 of the Plan Commission Ordinance, setting a standard number of meetings per month plus date and time, referral period in Sec 17(5) of the ordinance, possible budget needs, and a poster plan discussion.

8. Deferred Action

Motion by Cottingham and seconded to postpone to a future agenda items 4 (Election of Commission Vice-Chairman) and 5 (Election of Commission Secretary). **Approved 6:0.**

9. Adjournment

There being no other business to come before the Commission, motion by Martineau and seconded to adjourn at 6:25 pm. **Approved 6:0.**

Mike Kwaterski, Commission Chair
Don Sidlowski, Member-Town Board Chair
Dr. Bill Martineau, Member-Town Board Supervisor
Ed Cottingham- Member
Tera Fritz- Member
Richard Javenkoski- Member

Courtney Peterson -Town Clerk
Sue Harris-Deputy Town Clerk

NOTICE OF POSTING: Time 4:00 pm Date: November 25, 2009 Place: Town Office Door, Library, Chamber
See reverse side of this notice for compliance checklist with the Wisconsin Open Meeting Law

*Three Lakes is an exceptionally friendly, alluring northwoods community
that emphasizes quality of life for all generations.
We enjoy an unspoiled environment, while creating sustainable economic
opportunities in technology, tourism, cultural arts and agriculture
Three Lakes; Our world whispers quality of life!*